

NEWPORT GIRLS' HIGH SCHOOL ACADEMY TRUST



ICT AND INTERNET ACCEPTABLE USE POLICY FOR STUDENTS

Policy written by:	Mrs H Birch
Policy written/reviewed:	Reviewed July 2026
Next review due:	July 2027

Statutory Trustee Approval:N/A

ICT Student Acceptable Use

Policy Agreement

Introduction

ICT is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. We want to make the latest information and communication technologies available to all of our students in order for them to develop the skills necessary for life-long learning and employment in the modern world. Young people should have an entitlement to safe internet use at all times.

This Acceptable Use Agreement is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems at risk and that they will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible learners.

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

Personal Responsibility and Safety

- I will take responsibility for my own use of all ICT making sure that I use technology **safely, responsibly** and **legally**.
- I will only access computer systems using **my own login and password**, which I will keep safe and secure. I will not share it, nor will I try to use any other person's username or password. I realise that if I access files that are not my own (hacking) I will be breaking the **Computer Misuse Act 1990**.
- I will be aware of 'stranger danger', when I am communicating online.
- I will take personal responsibility for my own **e-safety** e.g. when online, I will not give out any personal details about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- I will not arrange to meet someone off-line that I have communicated with online without the written permission of my parent, carer or teacher. If I have permission for this I will do so in a public place and take an adult with me.
- I understand that the School will check my computer files, will **monitor** the internet sites that I visit and monitor the content of my emails.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me uncomfortable when I see it online.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school ICT systems are only intended for **educational use** and that I will not use the systems for personal or recreational use.
- I will **not download** or install any software or files on school's ICT equipment or open emails or attachments from people that I do not know.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without the consent of the individual and permission from a member of staff who has verified image consent.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/ security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in an email or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes). I will report any such concerns to ICT immediately.
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

When using the internet for research, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).

I understand that I am responsible for my actions, both in and out of school:

- I understand that NGHS also has the right to act against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples include online-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action following our school's behaviour policy. This may include loss of access to the school network / internet, contact with parents/carers and in the event of illegal activities, involvement of the police or other external organisations as appropriate.

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Policy. If you do not sign and return this agreement, access will not be granted to the school systems and devices.



ICT Acceptable Use Policy Agreement

Student Acceptable Use Agreement Form

This form relates to the student Acceptable Use Agreement, to which it is attached.

I have read and understand this policy and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices in school (when allowed)
- I use my own equipment out of school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, website etc.

Name of Student: _____

Form Group: _____

Signed: _____

Date: _____

Counter Signed by Parent / Carer: _____

Date: _____